

**County Of San Diego  
Health and Human Services Agency (HHSA)**

**SUBJECT: CSRF Authorizers**

**NO: HHSA-N-15**

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**DATE: October 1, 2017**

**SUPERCEDES: HHSA-F-07**

**REFERENCE: Health Insurance Portability and Accountability Act (HIPAA); California Information Practices Act; various State Agreements**

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**POLICY:** Agency Executives shall appoint County employees in their Region(s) or Support Division as CSRF Authorizers with the responsibility of authorizing user computer access requests to County information and information systems. CSRF Authorizers shall ensure that the access requested on the CSRF is appropriate and is the minimum necessary to perform the user's job duties. The Agency Compliance Office shall establish procedures to this effect.

**RESPONSIBILITIES:** Security laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (CIPA) outline requirements regarding safeguards for client Protected Information. Many Agency Programs also have Agreements with the State of California that outline additional security parameters. Compliance with these regulations is addressed in a series of Agency policies and procedures maintained by the Agency Compliance Office.

**PROCEDURES:** See related procedures and forms at [www.cosdcompliance.org](http://www.cosdcompliance.org).

**QUESTIONS:** HHSA Information Security Manager at 619-338-2634

Approved: \_\_\_\_\_



Christy Carlson  
Group Program Manager  
Agency Compliance Office